

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: January 20, 2017

LEAVE ACCOUNTING LETTER #17-002

TO: All Agencies/Campuses in the California Leave Accounting System

FROM: Debra Spellman, Chief  
Personnel/Payroll Services DivisionRE: **USAGE ONLY BENEFITS - CALENDAR YEAR RESET**

On January 30, 2017, the State Controller's Office will update the following Usage Only Benefits for the 2017 calendar year:

**CIVIL SERVICE**

Dock  
Family Medical Leave Act\*  
Health & Dental  
Jury Duty  
Maximum Hours Worked (excluding EDD)  
Mentor Leave  
Professional Trng/Dev\*\*  
Union Time Off

**CSU**

Dock  
Funeral Leave  
Jury Duty  
Parental Leave  
Union Time Off

These benefits will be reset with the posting of a Begin Total (27) transaction in the amount of zero hours to the January 2017 leave period.

\*The Family Medical Leave Act benefit will be reset to zero for all excluded employees and rank and file employees in Civil Service Bargaining Units 1, 2, 3, 4, 6, 7, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20 and 21, in accordance with their bargaining unit contracts. The benefit will not reset to zero for rank and file employees in Bargaining Units 5, 8, 9, and 16.

\*\*The Professional Training and Development (PDD) benefit is reset to zero for only R06 employees on a calendar year basis, in accordance with the bargaining unit contract. Excluded employees in bargaining unit 06 are reset on a fiscal year basis, in accordance with the Department of Human Resources' Personnel Management Liaison memo #2012-010.

If you have any questions regarding this letter, please contact the Leave Accounting Liaison at (916) 327-0756.

DS:EP:CLAS